FRESNO, CALIFORNIA
CLASS SPECIFICATION

INVENTORY CONTROL SPECIALIST

FLSA STATUS:
Non-Exempt

CLASS SUMMARY:
The Inventory Control Specialist is the second level in a four level Warehousing series. Incumbents are responsible for performing complex warehousing activities, including identifying, researching, and ordering parts, supplies, and tools from suppliers, requiring extensive knowledge of related equipment.

The Inventory Control Specialist is distinguished from the Inventory Control Technician by its responsibility for performing journey level warehousing activities. The Inventory Control Specialist is distinguished from the Senior Inventory Control Specialist, which acts as a lead worker, overseeing the work of other warehouse workers, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		**FRE-QUENCY**
1.	May serve as a lead worker to other employees, which includes prioritizing and assigning work, determining completion of work, and, training staff on work methods.	Varies 0 – 10%
2.	Researches and identifies parts for purchase utilizing applicable resources, including the Internet, catalogs, manuals, and/or other applicable resources.	Daily 20%
3.	Collaborates with vendors, external repair facilities, internal departments, and/or other applicable individuals to check the status of purchases, clarify inventory needs, coordinate repairs for equipment under warranty, expedite deliveries, check prices and availability, and/or other applicable issues.	Daily 15%
4.	Maintains manual and/or automated inventory control systems and related records, ensuring appropriate levels of inventory availability.	Daily 15%
5.	Processes purchase requests, ordering supplies, tools, and/or equipment from vendors, ensuring compliance with specified expenditure allotments.	Daily 15%
6.	Validates incoming orders against invoices, waybills, specifications, and/or other documents to ensure orders are complete; prepares and forwards invoices on for payment.	Daily 10%
7.	Participates in conducting physical inventory counts.	Daily 5%

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		**FRE-QUENCY**
8.	Prepares packages and goods for shipment or delivery and may make deliveries to various locations throughout the City.	Daily 5%
9.	Compiles a variety of data and information and prepares related reports regarding a variety of inventory issues.	Monthly 5%
10.	Retrieves parts and equipment from vendors, which may include loading and unloading freight.	Varies
11.	Performs other duties of a similar nature or level.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to Fleet Management may be responsible for:
- Maintaining on-site fuel station and performing manual overrides to use by City employees;
- Cutting new keys for vehicles.

Positions assigned to Water Division may be responsible for:
- Ordering uniforms and maintaining related records.

Training and Experience (positions in this class typically require):
- High School Diploma, or GED, and three years of related experience in warehousing or materials management are required.

OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
- Basic Class C License
- Certified Forklift Operator

Knowledge (position requirements at entry):

Knowledge of:

- Material handling and storage techniques for a variety of items, including caustic and volatile materials;
- Warehousing principles and practices;
- Inventory control principles and practices;
- Database management principles;
- Mathematical concepts;
- Recordkeeping principles and practices;
- Applicable tools, supplies, materials, parts, and equipment in assigned area of responsibility;
- Routine procurement principles;
- Research methods.

Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Handling and storing a variety of material and items
- Maintaining database and hardcopy records
- Safely operating and maintaining applicable tools and equipment
- Researching and locating specific materials, tools, and equipment in assigned area of responsibility
- Preparing and performing mathematical calculations
- Applying researching methods
- Procuring materials and supplies
- Preparing goods and materials for shipment
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals and oils.

Note:
The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Draft prepared by Fox Lawson & Associates (LM)
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